

First Steps Early Intervention Records

POLICY I: *The First Steps Early Intervention Record shall include the Referral Form; Social/Developmental/Medical History; Developmental Evaluation Report; Medical Diagnosis; Assessment Reports, Releases of Information; Signed Statement of Assurances; Access to Review Record Forms; All IFSP's and Transition Plan; Six (6) Month Review Progress Reports; Discharge Summaries; All Correspondence; Staff Notes; Due Process Requests and Decisions and All Parent Consent Forms.*

PROCEDURE:

1. The minimum information to be included in the six (6) month review progress report from each service provider includes:
 - Name of child
 - Date of birth of child
 - Child's ID number or Social Security Number
 - Name of Primary Service Coordinator
 - Name and title of person completing report
 - Name of agency completing report
 - Service being provided along with frequency and intensity
 - Service site (home, center, group)
 - Child's actual attendance over six (6) month period
 - Six (6) month summary of progress note
 - Recommendations
 - Signature of person completing report and date of report
2. The minimum information to be included in the Discharge Summary that is to be completed by any Service Provider that discharges the child prior to his/her exit from the total program and which a copy shall be sent to the Primary Service Coordinator; AND completed by the Primary Service Coordinator upon the child's exit from the total program:
 - Child's name
 - Child's date of birth
 - Child's ID number or Social Security number

First Steps Early Intervention Records

- Child's Primary Service Coordinator
 - Name of professional(s), service(s) and agency(s) that the child is exiting
 - Child's entry and exit date to that service(s)
 - Reason for discharge
 - Summary of service(s) and progress
 - Recommendations
 - Signature of person completing report
 - Date report was completed
3. The minimum information to be included in a Staff Note is:
- Child's name
 - Child's ID number or Social Security number
 - Date of service or contact
 - Begin and end time of service
 - Service setting and type of contact (phone, face to face, office, center, etc.)
 - Discipline
 - Description of what happened during session, child's response and any future action
 - Staff signature, degree and title

POLICY II: *All service providers identified on the current Individualized Family Service Plan shall have access to review the First Steps Early Intervention Record.*

PROCEDURE:

1. All persons inspecting the "record" shall sign the "Access to Review Record" log located in the front of each child's "record". The minimum information to be included in the "Access to Review Record" log:
 - Name and title of person reviewing record
 - Date of review
 - Purpose of review
2. Anyone who is not the child's parent/caregiver or a service provider identified on the child's IFSP shall have a signed "Release of

First Steps Early Intervention Records

Information Form” from the child’s parent/caregiver to review or receive copies of the child’s “record”. The written parent/caregiver consent must include:

- Date of request
- From whom the information is being requested
- Specific information to be released
- Child’s name, date of birth and Social Security number
- To whom the information shall be sent
- Purpose for which the information is needed
- Parent/Caregiver signature and date
- Witness signature and date

POLICY III: *Parent /Caregiver has the right to review and inspect the First Steps Early Intervention Record.*

PROCEDURE:

1. The staff available at the time the parent/caregiver arrives to inspect the “record” will verify the identification of the person requesting to inspect the “record” to ensure that it is the parent/caregiver of record.
2. The First Steps Service Provider shall provide one free copy of the “record” to the parent/caregiver upon their request once his/her child has exited the First Steps Program.
3. Should the parent/caregiver request additional copies their will be a charge of no more than ten (10) cents per page.
4. If the parent/caregiver requests an explanation of the “record”, the PSC shall arrange for a representative be present to explain or discuss the “record” via an appointment. This representative shall be based on the area(s) of concern of the parent/caregiver.

<p>Guiding Principle: <i>As service providers generate written reports for the child’s “record”, a copy should be given to the parent/caregiver.</i></p>

First Steps Early Intervention Records

POLICY IV: *Parents/Caregivers may request an amendment to their child's First Steps Early Intervention Record.*

PROCEDURE:

1. Any documented legal changes (i.e. name change, address change, change in custodian, etc.) must be immediately made upon request of the parent/caregiver.
2. Any information that the parent/caregiver feels is inaccurate, misleading or will lead to the invasion of their privacy may be requested for change through the Due Process procedure outlined in the "Family Rights Handbook". **See Family Rights Handbook.**